

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- WPD completed in-service training on response to Active Shooter incidents. The training included tactics for clearing buildings, locating threats, Rescue Task Force model with WFRD and focused on saving lives in such an incident.
- Cpt. Watson held a safety and self-defense seminar for Social Services. The three-hour class included situational awareness, safety during home visits and hands-on self-defense training.
- Attended Northside Neighborhood Watch meeting.
- Finalizing plans for [National Night Out](#) on August 2.
- Organizing United Way campaign and recruiting volunteers for United Way Day of Caring.
- Helped promote public forum on Drug Treatment Court which is scheduled to hold its first docket on Tuesday, August 16th at 2 PM.

Police Activity	#
Calls for Service	819
Violent Crimes	10
Property Crimes	32
Accident Reports	7
Alarms	23
False Alarms	23
Directed Patrols	87
Directed Patrols	26
Old Town (OTW)	
Extra Patrols	69
Extra Patrols OTW	52
Traffic Citations	29
Written Warnings	44

Winchester Fire & Rescue

- Friendship Fire Company provided EMS Standby at the Frederick County Fair July 24-25 for Clear Brook Fire Company.
- Responded to a structure fire on July 24.
- Attended Communications Project meeting.
- WFRD's participation in the Old Town Fire and Rescue Appreciation Day activities scheduled on July 28 prior to the final Outdoor Movie on the Mall were canceled due to inclement weather. Activities such as the school supplies drive, tour-a-truck and firefighter meet-and-greet will take place on August 2 during National Night Out (outdoor movie showing at dusk).
- Conducted a walk through at the old Coke and O'Sullivan plants.
- Provided a staffed EMS unit for the BMX races at Jim Barnett Park.
- Deputy Chief Kensinger focused all efforts on cutover training and logistics for the radio communications project.
- Deputy Chief McClellan assisted with EMT class at the Lord Fairfax EMS Council.
- Meeting with the EMS Council regarding the Handley High School EMT program.
- Attended the Active Shooter Exercise planning meeting.
- Over the past year and a half, multiple dumpster and other outside fires in and around the northern part of the city have been investigated by the City's Fire Marshal. In late 2015, Daniel Masters, of

F&R Activity	#
Fire	5
EMS/Rescue	116
Hazardous Condition	7
Service Call	5
Good Intent	12
False Alarm	12
Special Incident	0
Plan Review	4
Inspections	7
Reinspections	1

Winchester, was indicted on multiple counts of arson of personal property and one count of arson of an occupied dwelling. On Friday, July 22, 2016, he pled guilty to all four arson charges. He was sentenced to 20 years and ordered to pay \$1,086 in restitution.

- [Monthly report](#) (year to date through June)

Emergency Management

- Communications Project:
 - Installation of mobiles is continuing for various departments
 - Preparing to receive portable radios for testing and training distribution
 - Cut-over date discussed with concern for outstanding equipment
- Updated Emergency Support Function (ESF) procedures for donations management.
- Completed follow up on LEMPG grant.
- Held Active Shooter Exercise planning meeting.
- Attended Pictometry training.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- The water treatment plant took a direct hit from a lightning strike on Wednesday that caused the large pumps that pump the treated water into the city to shut down for a brief period. Some customers saw a decrease in their water pressure, but the situation was quickly remedied.
- The Virginia Department of Environmental Quality (DEQ) performed an inspection on the City's erosion and sediment control program. Results will be provided at a future date.
- Attended a mandatory training with VDOT concerning their new process for submitting funding applications that will be implemented this fall.
- The inHance project manager was on site all week providing additional training on the new utility billing system.
- Information about the proposed [Valley Avenue Improvements and Hope Drive Extension projects](#) is available on the City's website. Feedback from the public was solicited July 12-29.

City Projects Update

- **Meadow Branch Avenue Extension**
 - The traffic signal at the school was activated on Friday to give motorists ample time to adjust to the new traffic pattern before school starts.
- **City Hall Brick Work**
 - All of the brick re-pointing has been completed. The contractor is currently working on re-pointing the large blocks at the base of the building with new mortar.
 - Over half of the scaffolding around the building has been taken down and the project continues well ahead of schedule.
- **Handley Boulevard Improvements Project**
 - Street repaving has been completed and the new stop signs installed at the intersection of Handley/Stewart converting the intersection to an all-way stop.
 - Roadway striping will be completed next week along with some final restoration work. The project will be completed by the first day of school on August 8.
- **Valley/Whitlock Drainage Improvement Project**
 - The contractor is completing the installation of the final drainage inlets.
 - The street will be repaved by the end of next week so that the road will be reopened by the first day of school on August 8. Striping will be completed after reopening but isn't expected to cause any disruptions.
- **Joint Judicial Center (JJC) Renovations**(required to accommodate three new judges appointed by Commonwealth)
 - The third phase of the project is nearing completion which will allow for the fourth and final phase of the project to begin soon. The project is still on schedule to be completed in October.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	73.75	163.75	Linear feet
	Streets Repaved	0	.89	Lane miles
	Potholes Repaired	0	89	#
Trees	Dead/Diseased Trees Removed	8	48	#
	Trees Trimmed	13	411	#
	Stumps Removed	6	351	
Traffic	Street Signs Installed or Replaced	0	135	#
	Pavement Markings Repainted (City)	0	1,850.33	Linear feet
	Pavement Markings Repainted (Contractor)	0	8,152	Linear feet
Refuse & Recycling	Refuse Collected	122	3,622.38	Tons
	Recycling Collected	53.2	1,655.92	Tons
	Large Item Pickups	6	81	#
Transit	Total Passengers	3,149	74,702	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,097	108,001	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	386	10,574	Hours
Utility Billing	Payments Processed	845	39,939	#
	New Bills Mailed Out	0	36,114	#
	Water Services Turned Off for Non-Payment	37	773	
Water Treatment Plant	Average Daily Water Demand	7.86	6.98	Million gallons/day
	Peak Daily Water Demand	8.02	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	6.34	7.96	Million gallons/day
	Peak Daily Flow Treated	16.41	18.49	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	0	23	#
	Water Meters Read	1,328	41,126	#
	Fire Hydrants Flushed	54	1,032	#
	Sewer Mains Cleaned	2,119	62,613	Linear feet
Engineering	Site Plans Reviewed	1	28	#
	Right-of-Way Permits Issued	2	54	#
	Stormwater Facility Inspections	1	18	#
	Erosion & Sediment Control Inspections	22	884	#
Facilities Maintenance	Work Requests Completed	26	473	#
	Special Events Assistance	0	6	#
	Maintenance of Pedestrian Mall	32.5	555	Staff hours

DEVELOPMENT SERVICES

Economic Redevelopment

- Met with multiple potential offerors regarding the redevelopment of the Winchester Towers.
- Provided downtown tour for University of Virginia Sorensen Institute for Political Leadership members.
- Continued efforts to revamp the City's outside agency funding program.
- Toured under-utilized downtown properties with potential developers that are looking to begin investing in Winchester.
- Ongoing discussions and negotiations with Brian Wishneff & Associates and future Taylor Hotel commercial occupant/owner.

Old Town Winchester

- Launched new OTW Farmers Market video produced by SU Summer Intern. It has already had 20,000 views and reached over 33,800 people.
- Continue to hold Saturday Farmers Market (attended by over 1,000 people weekly).
- Began planning for a fall Farmers Market in October and November based on market vendor feedback.
- Signed up 16 businesses for the Old Town Greatness Program.
- Working on the promotion and final details for the August 19 Friday Night Live, Classic Movie Night on August 13 and Sunday Concert at the Taylor Pavilion on August 21.

Winchester-Frederick County Tourism

- Continued implementation of new Point of Sale (POS) system at the Visitor Center, including inventorying and creation of bar codes for all 155+ different items sold.
- Worked with City and County to pass resolutions allowing WFCCVB executive director to apply for an ABC license to sell locally produced beer and wine at the Visitor Center. Began ABC application process on Friday.
- Attended the VACVB quarterly meeting in Suffolk.

Planning

- Held second public information meeting on Northside Corridor Enhancement (CE) Districts on Wednesday, July 27 ([click here to view presentation](#)). About a dozen people attended the meeting and asked questions and expressed concerns about the overlay zoning designation along Fairmont Avenue and N. Loudoun Street. The Planning Commission will be briefed at its August 2 monthly Work Session in advance of the matter being considered at the August 16 regular Commission meeting. The item had been tabled after the public hearing was closed during the June 21 Commission meeting.
- Conducted site inspection at The Fresh Market in advance of anticipated opening in August.
- Worked with Winchester Public Schools and the JKES civil engineer to process site plan revisions in advance of a final inspection prior to occupancy of the building.
- Coordinated an upcoming meeting between the BAR and the consultant preparing the updates to the local historic district design guidelines brochures.

Zoning & Inspections

- Completed:
 - 83 building permit inspections and issued 46 building permits (\$293,310 valuation)
 - 109 code enforcement inspections and initiated 30 new cases
 - 11 business reviews (11 Certificates of Business)
- Removed 20 signs from the public right-of-way (YTD=390).
- Attended the Northside (Fairmont/N. Loudoun) Corridor Enhancement Open House.

Permit #	Type	Address	Description	Value
16 0000655	NRRM	629 CEDAR CREEK GR	INTERIOR DEMO	\$3,300
16 0000697	MECH	686 NATIONAL AVE	REPLACE HEAT PUMPS & FURNACE	\$11,600
16 0000699	MECH	2621 CORNERSTONE CIR	REPLACE A/C & GAS FURNACE	\$11,109
16 0000699	NGAS	2621 CORNERSTONE CIR	REPLACE FURNACE	\$1,000
16 0000701	NRRM	2012 S LOUDOUN ST	EMERGENCY DOORS	\$3,000
16 0000702	ELEC	237 MILLER ST	REMODEL 16-667	\$0
16 0000703	ELEC	118 E GERMAIN ST	REMODEL & RELOCATE SVC 16-011	\$0
16 0000704	ELEC	103 E PICCADILLY ST	CELL TOWER	\$0
16 0000705	ELEC	721 S BRADDOCK ST	CHG OF CONT, ROUGH & FINAL	\$0
16 0000706	ELEC	719 S BRADDOCK ST	CHG OF CONT, ROUGH & FINAL	\$0
16 0000707	ELEC	715 S BRADDOCK ST	CHG OF CONT, ROUGH & FINAL	\$0
16 0000708	ELEC	19 PEYTON ST	PARTIAL REMODEL 16-306	\$0

16 00000709	ELEC	107 N KENT ST	ADD RECEPTS	\$0
16 00000710	ELEC	2649 VALLEY AVE	3 CKT PER RM, 96 RECEPTS	\$0
16 00000711	MECH	10 MONTAGUE AVE	REPLACE OIL FURNACE W/ GAS FUR	\$700
16 00000711	NGAS	10 MONTAGUE AVE	REPLACE OIL FURNACE W/ GAS FUR	\$100
16 00000553	NRRM	1944 VALLEY AVE	PLATFORM STRUCTURE-FOOTING ONL	\$10,000
16 00000629	NRRM	1850 APPLE BLOSSOM DR N-171	TENANT FITOUT & STORE FRONT CH	\$20,000
16 00000673	RREM	310 MARION ST	REMODEL HOME	\$118,000
16 00000700	RREM	1880 CLAYTON RIDGE DR	ADDING PORCH ROOF	\$4,000
16 00000714	ELEC	579 ADAMS DR	CIRCUITS FOR AIR HANDLER & A/C	\$0
16 00000715	ELEC	408 FAIRMONT AVE	SVC UPGRADE	\$0
16 00000716	ELEC	313 S BRADDOCK ST	REMODEL 16-660	\$0
16 00000717	ELEC	425 HANDLEY BLVD	6 LIGHTS 16-455	\$0
16 00000718	ELEC	625 BERRYVILLE AVE	REMODEL 16-540	\$0
16 00000719	ELEC	1301 COMMERCE ST	REPLACE PANEL/METER	\$0
16 00000720	ELEC	686 NATIONAL AVE	HEAT PUMP, AIR HANDLER 16-697	\$0
16 00000721	ELEC	522 S LOUDOUN ST	HEAT PUMP 16-695	\$0
16 00000722	ELEC	354 KERN ST	SVC UPGRADE	\$0
16 00000698	RREM	2950 S PLEASANT VALLEY RD	22W X 54D SWIMMING POOL	\$100
16 00000729	PLBG	6 RICHARDS AVE	REPAIR WATER LINE	\$1,000
16 00000731	TTS	901 AMHERST ST	EVENT ON 7/28-8/1/16	\$20,000
16 00000732	AMUS	1001 E CORK ST	1 INFLATABLE FOR EVENT ON 8/6/	\$301
16 00000733	MECH	1908 S LOUDOUN ST	NEW A/C UNITS	\$12,000
16 00000569	BLDG	1400 AMHERST ST	FOUNDATION FOR A SIGN	\$9,500
16 00000569	SIGN	1400 AMHERST ST	FREESTANDING SIGN	\$9,500
16 00000662	PLBG	237 JEFFERSON ST	RELOCATE BATHROOM, ADD CLOSET	\$5,000
16 00000662	RREM	237 JEFFERSON ST	RELOCATE BATHROOM, ADD CLOSET	\$30,000
16 00000712	DECK	162 OMPS DR	DECK	\$5,50
16 00000734	DECK	1920 CLAYTON RIDGE DR	12X15 DECK	\$2,900
16 00000735	RREM	129 GARDEN CT	NEW PROPANE TANK	\$50
16 00000739	MECH	2552 WILSON BLVD	REPLACEMENT WORK	\$2,300
16 00000739	NGAS	2552 WILSON BLVD	REPLACEMENT WORK	\$50
16 00000740	MECH	2552 WILSON BLVD	REPLACING AC AND FURNACE	\$2,500
46 TOTAL				\$293,310

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADL=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel

PARKS & RECREATION

- Held Park Advisory Board meeting on July 25.
- Hosted NRPA (National Parks and Recreation) representatives on Wednesday for a site visit to Jim Barnett Park and the Timbrook House.
- The brick façade repairs at the War Memorial building are about 50% complete.
- The BMX track in Jim Barnett Park is hosting a National BMX Race July 29-31. Park staff have prepared for the event and the anticipated attendees.
- Parks have outsourced one mowing in Jim Barnett Park, with a review following.
- Met with all Field Partners to discuss the status of the playing fields.

WINCHESTER PARKING AUTHORITY

- 2,850 vehicles utilized the garages July 20-26.

- As of July 27, there were 963 monthly parkers in the garages (2 rentals and 4 cancellations).
- WPA held their monthly meeting on Thursday, July 28 at 7:30 am and discussed the Rockin' Independence Eve event and a request from the Discovery Museum to utilize the Cork Lot on Saturday, September 17.

SOCIAL SERVICES

- Received 47 Benefit Program applications-29 SNAP, 21 Medicaid, 5 TANF, 4 Child Care, 5 Cooling Program.
- Currently serving the following individuals in Benefit Programs:
 - 3,843 receive SNAP
 - 163 receive TANF
 - 5,373 receive Medicaid
 - 47 receive VIEW Services
 - 30 receive Child Care subsidy
- Established one fraud claim for repayment in the amount of \$738.
- Completing 52 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Preparing for a Child and Family Service Review (CFSR) scheduled for August 10.
- Staff attended:
 - Eligibility Modernization webinar to prepare for the migration of the Supplemental Nutritional Assistance Program (SNAP) to the new data system VaCMS
 - Mass care sheltering orientation held for new WDSS staff members to orient them to EFS#6
 - Self Sufficiency Specialist attended career fair for the Fresh Market
 - Learning Collaborative Training on Implementation of Coaching attended by supervisors and senior staff
 - 13 staff attended a self-defense training
 - Management Team was trained on using the City's emergency notification system (Everbridge). This software provides notification to staff in situations of emergency and when mass care sheltering is needed.
 - Winchester Social Services Advisory Board
 - Virginia Department of Social Services Northern Regional directors meeting

Weekly Activity	#
Walk-in clients	218
Client info drop offs	119
Child Protective Service referrals	6
"On notice" for foster care entry by JDRC	5
Children in foster care	39
Entered foster care	2
Exited foster care	0
Child Protective Services ongoing cases	27
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships	3
Adult protective services investigations	15
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	10

SUPPORT SERVICES

Information Technology

- Restored main website from daily backup after fatal error during patching of underlying software.
- Reviewing network event logging software options as part of PCI compliance and general network security improvements.
- Assisting the garage with manual data updates while the fuel island pedestal is not operational.
- Investigating firewall issues at Shawnee fire station.
- Worked with Facilities Maintenance to replace City Hall first floor to fourth floor fiber connection and to mount new lockable wall cabinet at Timbrook Annex to house switching and new telephone equipment.
- Held initial meeting with Utilities to discuss web enabling utility billing and implement tablets for field maintenance personnel.
- Attended FOIA software administrator training with Communications Manager.
- Continued preparations for Social Services firewall changes with Northrup Grumman, the State's contractor.
- Conducted Pictometry training for 40-50 staff to highlight new features and expand access to more trained users.

COMMUNICATIONS

- Articles in *The Winchester Star* this week:
 - July 25 –
 - Fire damages city home
 - July 26 –
 - Welcome sign unveiled as part of public improvement project
 - Muralist seeks to paint a baseball scene in Jim Barnett Park
 - Photo: Handley Boulevard repaving
 - July 27 –
 - Your Views: Thank you from city sheriff's office
 - Thrift shop repairing fire damage
 - Big collection of books for 'little' library in park
 - Resolution takes shape for city trail
 - Man allegedly punches out window, slaps manager at Cork Street Tavern
 - July 28 –
 - Owner confirms plans for park near city trail
 - Forum focuses on region's 1st drug court
 - Rash of bike thefts hit City of Winchester
 - Photo: Handley Boulevard's new face
 - July 29 –
 - City may nix 5 traffic signals
 - Critics, supporters talk about corridors
 - Winchester police respond to an alleged attempted carjacking
- WHAG reports:
 - Police see spike in bicycle thefts [Watch](#)
 - National Night Out focus is on neighborhoods [Watch](#)
- Sent press releases:
 - New Meadow Branch Traffic Signal [Read](#)
 - Police See Spike in Bicycle Thefts (PD) [Read](#)
 - Handley Blvd/Stewart St to be converted to all-way stop [Read](#)
- Distributed July 29 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Received notification that the City's 2016 Informational Calendar is a finalist for the 3CMA Savvy Award for best publication design and the City's new website is a finalist for best overall website. Results will be announced in September.
- Submitted a VML Innovation Award nomination for the creation and success of the Substance Abuse Coalition.
- Conducted a training program for Social Services management team on how to use the City's emergency notification system for internal purposes.
- Completed training with vendor and launched the City's new FOIA request management software for general requests only: <https://www.winchesterva.gov/knowledgebase>. The ability to submit Social Services- and Police-related FOIA requests through the online portal will be added soon.
- Attended Pictometry training.
- Current projects:
 - City services informational video
 - Evaluating the possible creation of a TV/online streaming show
 - Evaluating social media archiving services
 - Add Green Circle webpage on City's new website
 - Develop website user training for staff
 - Continue implementing FOIA request management software for social services and police
 - Launch mobile app – awaiting approval from Apple and Android
 - Strategic Plan booklet update
 - Update ESF#15 section of the Emergency Operations Plan

- Update Council orientation materials
- Assist with Health Department's Zika Virus public education efforts
- August [ActivitE-News](#) (Park's monthly electronic newsletter)

Photo of the Week



Instagram: The intersection of Handley Blvd and Stewart Street is now an all way stop for improved safety.